

# U.S. Army Corps of Engineers



## YOUR RIGHTS

**EMPLOYMENT POLICY.** It is the policy of the Government of the United States to provide equal opportunity in federal employment for all persons, to prohibit discrimination in employment because of race, color, religion, age, sex, national origin, disability, marital status or political affiliation and to promote the full realization of equal employment opportunity through a continuing Affirmative Action Program in each executive department and agency. This policy of equal opportunity applies to and must be an integral part of every aspect of human resources policy and practice in the employment, development, advancement, and treatment of civilian employees of the federal government.

**EMPLOYEE ORGANIZATIONS.** Employees eligible to be included in a bargaining unit have the right to form, join and assist any labor organization, or to refrain from any such activity, and to exercise these rights freely and without fear of penalty or reprisal. You may not strike against the Government and you may not belong to any organization, which advocates the overthrow of the Government by force or violence.

**GRIEVANCES AND APPEALS.** The Corps of Engineers makes every effort to insure all employees are treated fairly and that working conditions are the best possible. It recognizes that dissatisfaction and disagreements will occur and that adverse administrative actions must sometimes be taken. Grievance and appeal procedures are available to provide for equitable, orderly review of employee complaints or requests for reconsideration of adverse actions. Employees who feel that they have not been treated fairly and equitably have a right to present their grievances and appeals to appropriate management officials for prompt consideration and equitable decision. The employees on their own behalf or through a personal representative may exercise this right. In exercising this right, employees and those representing them, if chosen, will be unimpeded and free from restraint, coercion, discrimination or reprisal. Employees are encouraged to first discuss their complaints freely with their immediate supervisor in an effort to resolve complaints on an informal basis. If a mutually satisfactory settlement cannot be made, the immediate supervisor will arrange for discussions with higher level supervisors in accordance with prescribed procedures. The procedures to be followed vary according to such factors as the subject of the complaint and labor organization coverage.

**REEMPLOYMENT RIGHTS AFTER MILITARY SERVICE.** Employment in the Corps of Engineers does not affect your call to military service. It is the policy not to request deferments except in unusual cases in which the loss of an individual would disrupt highly essential work.

If you enter military service while employed in the Corps, you have certain reemployment rights upon your release. As a career or career-conditional employee, you have statutory (as stated in law) reemployment rights which guarantee that upon release from active duty you will be given (1) a position equal to the one you held at the time you entered military service, and (2) any step increase(s) or promotions which you would have received had you not gone on active duty. In addition, you are guaranteed retention of this

position for at least 12 months after reemployment. If you have indefinite status at the time you are called to active duty, you have regulatory reemployment rights upon your release. Temporary employees do not have reemployment rights should they enter military service.

Before you leave for active duty, you should check with your supervisor to insure that your current position description on file in the Civilian Personnel Operations Center fully and accurately describes your duties. While on active duty you will be given due consideration for promotions. This consideration is documented in your official personnel folder for use in determining the position to which you should be assigned upon return to duty as a civilian.

**GIFTS.** Your right to give gifts to your friends, if you choose, is not prohibited because your friends happen to work in the same office--with the following exceptions: You may not give a gift to an official superior, or accept a gift from one who receives less salary than yourself, and you may not solicit gifts for those in superior official positions. However, this prohibition is not applicable to accepting voluntary contributions from other employees in case of death in your family, illness, marriage, retirement, or participating in solicitations for similar occurrence involving a fellow employee. You may not accept any gift, loan, service, or other things of value from any person or firm with whom you have official relations as an employee of the Corps of Engineers.

**OUTSIDE EMPLOYMENT.** Federal statutes and Army regulations place certain restrictions on outside employment. Also, it is the policy of the Chief of Engineers that civilian employees of the Corps of Engineers may not accept employment with or compensation from private persons or firms nor engage in private business or practice where the information available to them as government employees might give them unfair advantage over competitors; or where the outside services rendered would have any connection with any work project, improvement, or enterprise that touches on the duties of the Corps of Engineers. You should inform your supervisor of any outside employment in which you are engaged to assure that it creates no conflict of interest and does not lessen your ability to perform your duties.